

Agricultural Marketing Service  
Office of the Deputy Administrator, Marketing Programs  
Poultry Division  
Grading Branch  
Regional Office  
Agricultural Marketing Specialist (General), GS-1146-7

SJ PL17

## **I. INTRODUCTION**

The Grading Branch is responsible for carrying out (a) Poultry Division programs for voluntary grading services for poultry, eggs, and rabbits; and (b) shell egg surveillance within a designated state or combination of states.

The incumbent serves as an Agricultural Marketing Specialist assigned to the Regional Office. The position may involve details or reassignment to a different geographical area as determined by management. The incumbent performs a variety of assignments concerning the handling, inspecting, grading and packaging related to the subject products to provide input on the grading and inspecting activities.

## **II. DUTIES AND RESPONSIBILITIES**

Applies instructional material, the official standards, and related regulations which govern the grading, inspection, and certification of products. Determines class, quality, or condition of product in accordance with appropriate regulations.

Examines products to determine conformance with approved contract specifications such as grade, weight, packaging and packing, and quality for various types of contracts.

Completes and maintains worksheets and summary reports and records related to the work such as plant production data, grading results, certificates issued, and administrative information.

Assures only approved chemicals, insecticides, and rodenticides are used.

Assures the product is labeled only with approved labels.

Assures inedible products are appropriately identified and controlled.

Assignments involve making final determination on the grade or acceptability of poultry or shell eggs. The plant's processing operations are monitored to assure compliance with regulations and, in shell egg plants using voluntary grading services, to assure that the facilities and equipment are

maintained in a sanitary condition. The grade or condition certificates and inspection reports issued affect the financial interests of the plant and its customers.

Guides include official grade standards and regulations, the grader's instructional handbook, supplemental technical bulletins, and various written and oral guidelines concerning administrative procedures and relations with plant personnel. Assignments are performed within the limits of objectives set by the guides. The employee independently selects and applies the appropriate guides, that in most cases, are familiar. Deviations are referred to the supervisor for guidance.

Adheres to Equal Employment and Civil Rights policies, goals, and objectives in performing the duties of this position. Assures that written and oral communications are bias-free and that differences of other employees and clients are respected and valued.

### III. **JOB CONTROLS**

A. **Responsibility for the Work of Others:** None.

B. **Supervision and Guidance Received:**

Recurring assignments are performed without specific technical instructions. However, if unusual or difficult situations with the product arise, the supervisor is consulted for interpretation and guidance or for making the final determination. Assignments involving a product which is new or unusual to the employee may be performed under direct supervision and guidance.

The work is reviewed for technical accuracy and completeness through spot checks of inspection and grading which it is performed and through review of inspection worksheets. Contacts include Agency graders, the plants processing line workers, authorized plant graders, foremen, and plant management. The purpose of the contacts is to maintain the cooperation of employees and managers of the plant to assure an acceptable level of on-site compiling with program policies, to resolve operating problems, and to coordinate grading services with plant production activities.